

Required Security Briefings

Quick Reference Guide for Individuals Under Contract to Sandia Corporation (Subcontractors, Consultants, and No-Fee Consultants)

	Initial Briefing (SEC050)	Comprehensive Security Briefing (SEC150)	Refresher Briefing (SEC100)	Termination Briefing (SEC225)
When it is to be taken	Before going to the Badge Office to receive an uncleared (grey) badge.	Prior to receiving a cleared badge and initial access to classified matter or special nuclear material (SNM). Note: New clearance applicants may enroll in SEC150 before their clearances are granted. Once an applicant's clearance paperwork has reached a specific point in the process, the applicant will receive an email from the electronic training system (TEDS) requesting that they enroll in SEC150, with a 60-day target completion date.	Annually. Note: <ul style="list-style-type: none">Failure to complete the briefing on an annual basis will result in the individual's badge being deactivated. Badge reactivation will occur 24-36 hours after briefing has been completed.Failure to complete the briefing within 90 working days of the due date will result in clearance being terminated.	When any of these happen: <ul style="list-style-type: none">Employment is terminated.Leave of absence lasts 90 working days or longer.Access to classified matter is no longer required.
How it should be taken	Read and sign the SEC050 briefing form. Note: "Possessing" subcontractors will supplement the form with site-specific information, as applicable.	A 4-hour live briefing given at SNL. Note: <ul style="list-style-type: none">The TEDs notice includes a link to a site where applicants can select a session to attend.When their clearances are granted, Members of the Workforce will receive an email notice. If they have completed SEC150, they can pick up their cleared badges.Clearances can sometimes take less than 60 days, so clearance applicants should take SEC150 as soon as eligible.Personnel at remote sites may be exempt from attending the 4-hour briefing. Contact securityed@sandia.gov for assistance. If an exemption is granted, the affected individual must do the following: <ul style="list-style-type: none">Read the SEC150 briefing booklet.Complete the quiz.Sign the <i>Classified Information Nondisclosure Agreement</i> (SF312), which must be witnessed and signed by an FSO.	Online (requires access to SNL/NM internal web). Note: <ul style="list-style-type: none">Those without access to the SNL/NM internal web should contact securityed@sandia.gov for assistance."Possessing" subcontractors will supplement the briefing with site-specific information, as applicable.	Do both of the following: <ul style="list-style-type: none">Review and sign the DOE F 5631.29, <i>Security Termination Statement</i>.View SNL-provided "Termination Briefing" video, which is available online or by contacting securityed@sandia.gov. Note to subcontractors' FSOs: If an individual is unavailable for the briefing, provide a written explanation, along with the unsigned DOE F 5631.29, <i>Security Termination Statement</i> , and badge to: Sandia National Laboratories Clearance Terminations P.O. Box 5800, MS0171 Albuquerque, NM 87185-1475 Fax: (505) 844-9379

<p>How to get credit</p>	<p>Do both of the following:</p> <ul style="list-style-type: none"> • Fill out SF 4300-CRC, <i>Completion Record for Contractor Administered Training</i>. • Fax completed form to: Security Awareness (505) 284-6079 <p>Note: Copies of SF 4300-CRC should be kept as evidence in personnel files.</p>	<p>Completions are entered by Security Awareness.</p> <p>Note: Individuals who have been exempted from the briefing must do both of the following:</p> <ul style="list-style-type: none"> • Complete the quiz and mail or fax it to: Sandia National Laboratories Security Awareness P.O. Box 5800 MS1341 Albuquerque, NM 87185-1341 Fax: (505) 284-6079 • Mail the original SF 312, <i>Classified Information Nondisclosure Agreement</i>, to: Sandia National Laboratories Badge Office P.O. Box 5800, MS0171 Albuquerque, NM 87185-0171 	<p>Online completion is automatically recorded in SNL's corporate training records.</p> <p>Note: For hard-copy completions, fax the completed quiz to: Security Awareness (505) 284-6079</p>	<p>Do both of the following:</p> <ul style="list-style-type: none"> • Send both the signed form and badge within 2 working days to: Sandia National Laboratories Clearance Terminations P.O. Box 5800, MS0171 Albuquerque, NM 87185-1475 Fax: (505) 844-9379 • Fax the SF 4300-CRC, <i>Completion Record for Contractor Administered Training</i>, to: Security Awareness (505) 284-6079 <p>Note:</p> <ul style="list-style-type: none"> • Subcontractors are processed through the responsible FSO. • Keep a copy of DOE F 5631.29 and SF 4300-CRC in local files.
<p>Required briefing contents</p> <p>Note: Briefings may contain additional topics.</p>	<ul style="list-style-type: none"> • Overview of the DOE facility/organization's mission and major Security Program responsibilities • Access controls • Escorting • Protection of government property • Badge procedures • Controlled and prohibited articles • Identification of classification markings • Protection of unclassified controlled information • Reporting incidents of security concern 	<ul style="list-style-type: none"> • Classification and declassification • Definition of classified matter • Levels and categories of classified matter • Damage criteria associated with each classification level • Authority for classification and declassification • Procedures for challenging classification decisions • Classified information protection elements • Procedures for protecting classified information • Definition of unauthorized disclosure • Penalties for unauthorized disclosure • Conditions and restrictions for access to classified matter • Reporting requirements • Legal and administrative sanctions for security infractions and violations of law • Protection and control of classified matter, and unclassified controlled information, including telecommunications and electronic transmissions • Security badges and access controls • Escorting responsibilities • Targeting and recruitment methods of foreign intelligence services • General information concerning the protection of special nuclear material • Purpose and requirements of, and responsibilities for, the SF 312, <i>Classified Information Nondisclosure Agreement</i> 	<ul style="list-style-type: none"> • Selective reinforcement of information provided in SEC150, <i>Comprehensive Security Briefing</i> • Current organization-specific security issues at the facility • Counterintelligence awareness 	<ul style="list-style-type: none"> • Reiteration of the individual's continuing responsibility not to disclose classified matter to which he or she has had access • Potential penalties for noncompliance • Obligation to return all unclassified-controlled and classified documents and material to the FSO • Information contained in items 1 through 6 of DOE F 5631.29, <i>Security Termination Statement</i> • Information contained in items 3, 4, 7, and 8 of the SF 312, <i>Classified Information Nondisclosure Agreement</i> • Penalties for unauthorized disclosure of classified information as specified in <i>Atomic Energy Act of 1954</i> and Title 18, U.S. Code • Penalties for unauthorized disclosure of unclassified controlled nuclear information (UCNI)